

NAME

OFFICE SECURITY

ADMINISTRATIVE DIRECTORATE REVIEW: TRENDS AND HIGHLIGHTS

Evaluation

Course Objective:

The objective of this course is to update DDA Careerists' awareness and understanding of current activities, problems, and trends in the Administration Directorate and its components.

1. Please indicate on the scale below the degree to which the course met its objective:

LOW HIGH  
1 2 3 4 5 6 7

2. What parts of the course did you find the most useful?

REORGANIZATION INFO & QUANTIFICATION INFO ON CURRENT ACTIVITIES  
(I.E., IMPORTANCE OF TRENDS AS MEASURED BY RESOURCES  
DEVOTED TO: FOIA/PA; RECORD KEEPING; TECH. EQUIPMENT, INDUSTRIAL SECURITY  
AUDITS, ETC

3. What part of the course did you find the least useful?

COMPUTER ORGANIZATION & APPLICATIONS

4. Please describe how the course benefited you.

GAINED INSIGHTS INTO HOW MY OFFICE FITS INTO THE  
OVERALL FUNCTION OF DDA & CIA. ESPECIALLY VALUABLE  
TO ONE COMING INTO THE HDQS ENVIRONMENT AFTER MANY YEARS AWAY

5. What suggestions do you have for improving this course?

① BUILD IN MORE OPPORTUNITIES TO EXCHANGE INFO BETWEEN  
INDIVIDUAL CONFEREES — INFO RE SPECIFIC JOBS  
THEIR

② ADD STERILE HANDOUTS WHICH CAN BE TAKEN BACK  
AWAY FROM THE CLASS — SUCH AS THE DEC 76 "DIRECTORATE OF  
ADMINISTRATION